

Position Requirements Document Cover Sheet**Position Number: 14052****Classification:** Attorney (Contract), YA-0905-03**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Program Executive Office3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Harlan F. Gottlieb**Title:** Chief Counsel**Signature:** _____ **//S//** **Date:** 3-30-07**Higher Supervisor or Manager:****Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake
Title: Program Executive Officer**Signature:** _____ **//S//** **Date:** 4/2/07

FLSA:	Exempt	BUS Code: 8888	CL: 407
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status: Competitive	
Reason for Submission:	New position	Subject to IA: Yes	
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:		CAPL Number:	
Acq Career Level:		Acq Posn Type:	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure: [<input type="checkbox"/>] Public Financial		[<input checked="" type="checkbox"/>] Confidential Financial	
[<input type="checkbox"/>] Supervisor [<input type="checkbox"/>] Manager		[<input checked="" type="checkbox"/>] Neither	
Citation 1: USOPM PCS for General Attorney Series, GS-0905, TS-24, 10/59			
Citation 2: Federal Register, Vol. 70, No. 210, November 1, 2005			

Position Requirements Document

I. Organization information:

Serves as an Attorney(Contract) in the Office of the Program Executive Officer (PEO), PEO Simulation, Training and Instrumentation.

II. Position information:

Attorney(Contract), YA-0905-03

III. Duties:

Provides dedicated, professional legal support and advice (written and oral) to PEO STRI's Contracting Activity, Project Managers and Management Directorate employees in support of the PEO STRI contracting mission procuring Training Aids, Devices, Simulators, and Simulations (TADSS) and other programs within the PEO STRI Charter.

Provides professional advice and legal support to contracting, resource management, and requiring activity personnel throughout all stages and aspects of the acquisition process, exercising an in-depth knowledge of government contracting and TADSS specific contracting expertise.

Provides counsel and advice in the following substantive areas of law: general contract law, the Federal Acquisition Regulation (FAR), and the Department of Defense and Army Supplements; fiscal law, extraordinary remedies, law and regulations pertaining to the requirements generation process, Defense Joint Ethics Regulations, as well as Army and PEO STRI regulations, applying a working knowledge of Intellectual Property and Data Rights.

Deals with disputes, protests, and other litigation before Federal district and circuit courts, the Court of Federal Claims, the General Accountability Office, and Armed Services Board of Contract Appeals, or other adjudicatory authority. Prepares legal memorandums in support of the Agency's position, and acting as Army counsel in hearings and litigation involving the representation of the Agency position is also required.

Provides opinions (oral and written) throughout the contracting process regarding legal sufficiency of actions

and documents received to include recommendations for correcting insufficiencies. Provides advice regarding strategies, etc. to enhance the business, fiscal and policy efficacy of proposed courses of action that may apply to actions throughout the acquisition process, i.e., acquisition plans, pre-negotiation objective memorandums, solicitations, amendments, awards, contracts, modifications, claims, protests and appeals.

Participates in all aspects of the contracting process. Supports the review process by serving as an advisor to Source Selection Evaluation Boards, Source Selection Advisory Councils, and the Source Selection Authority for solicitations, business clearance memorandums, contract awards, determining the competitive range, responsibility determinations, pre-proposal conferences, and pre-performance conferences.

Supports the contract administration process by preparing and reviewing letters of concern, cure notices, terminations for convenience, terminations for default, assessment of liquidated damages, and other matters related to contract administration. Conducts and participates in negotiations and settlement conferences to reach settlements of issues between the Agency and Contractors, both pre and post litigation.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality.
Completed work meets project/program objectives.
Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term

impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads, guides, and mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint.

Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promote commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level management. Prepares, reviews, and approves major reports or policies for the organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality.
Resources are utilized effectively to accomplish mission.
Flexibility, adaptability, and decisiveness are exercised
appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages across all projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel by commercial air to various areas of the U.S. and overseas.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes.

Requires a fully qualified attorney admitted to practice before the highest court of a state, D.C., a territory, or before a federal court.

Proficient ability to apply laws, regulations, and legal precedent bearing upon government procurement law.

Proficient ability to apply federal standards of conduct and joint ethics regulation.

Proficient ability to apply federal fiscal law and intellectual property and data rights.

Proficient skill in protest/contract appeals litigation.

Ability to prepare and argue complex cases before the Federal Courts and administrative authorities.

Knowledge of the functions, relationships, and methods of operation of the various divisions of the Department of the Army and of its field activities.

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

Ability to persuade others to initiate changes.

Ability to negotiate.

Ability to communicate orally and in writing.

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit.

Ability to advise others.

Ability to plan and organize work and meet deadlines.

Ability to be responsive to clients' needs.